

LIBRARY BOARD
Regular Meeting
Monday, February 24, 2020 – 4:30 P.M.
James L. McIntyre Centennial Library – Board Room
AGENDA

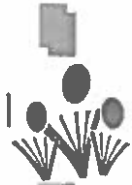


1. Call to Order
 - 1.1 Excused Absence
2. Declaration of Conflict of Interest
3. Approval of Agenda
4. Approval of the Minutes
 - 4.1 January 20, 2020 Regular Board Meeting Minutes
 - 4.2 Matters arising from the January 20, 2020 Regular Board Meeting Minutes
5. Consent Agenda
 - 5.1 Invoices Paid
 - 5.1 Revised December 2019
 - 5.2 January 2020
 - 5.2 Friends Report
 - 5.3 Correspondence
 - 5.3.1 In-coming: Message from Dr. Irene Oktaba
 - 5.3.2 Out-going: OLA's and FOPL's Pre-budget Submission Letter to Ross Romano, MPP
 - 5.4 Committee Reports
 - 5.4.1 Policy Committee February 6, 2020
 - 5.4.2 Policy Committee February 19, 2020
 - 5.5 Organizational Chart
 - 5.6 Easter Sunday Closure
 - 5.7 Information Items
 - 5.7.1 Chamber of Commerce Nomination
 - 5.7.2 HOOPLA
 - 5.7.3 North Branch Programming
 - 5.7.4 Signature Events
 - 5.7.5 Additional Radon kits
- 6 Items Removed from Consent
- 7 Closed Session

Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Litigation or potential litigation, including matters before administrative tribunals, affecting the board; Labour relations or employee negotiations; and Personal matters about an identifiable individual. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald, S. St. Pierre, K. Meraglia, L. Aube. J. Vreeken

- 8 Financial Reports
 - 8.1 2019 Final
- 9 2020 Updated Budget
- 10 Multifunction Printer Contract
- 11 Policies
 - 11.1 Procedural By-Laws
 - 11.2 101-01 Governance Processes Policy
 - 11.3 202-02 Tangible Capital Assets Policy
 - 11.4 300-05 Membership Policy
 - 11.5 300-06 Social Media Policy
 - 11.6 300-11 Records Management
 - 11.7 300-15 Meeting Room Policy
 - 11.8 400-01 Hiring Policy
- 12 Hiring Committees
- 13 Board Member Superconference Reports
 - 13.1 Elspeth Belair
 - 13.2 Ashlee Gerard
 - 13.3 Wayne Greco
 - 13.4 Kevin Harrison
 - 13.5 Sara McCleary
- 14 Board Development
 - 14.1 OLSN Board Development
- 15 Return to Closed Session
- 16 Report of the Closed Session
- 17 New Business
- 18 Board Meeting
 - 18.1 March 16, 2020 (Tentative)
- 19 Adjournment

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday January 20, 202 – 4:30 P.M.
BOARD ROOM**



Board Members:

Elspeth Belair
Frances Ryan
Wayne Greco

Ashlee Gerard
Jami Van -Haaften

Library: Matthew MacDonald Helena Huopalainen

Media: None

Guests: None

Regrets: Luke DuFour Erin Ferlaino

Absent: Kevin Harrison Sara McCleary

1. Call to Order

E. Belair called meeting to order at 4:33 p.m.

1.1 Excused Absence

Luke Dufour, Erin Ferlaino

Moved: Wayne Greco Seconded: J. Van-Haaften **CARRIED**

1.2 Announcement: Helena Huopalainen, Manager of Community Engagement

Retiring ; Last day of work, February 28, 2020.

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

MOTION:

The Sault Ste. Marie Public Library Board approves the agenda of the January 20, 2020 meeting as amended:

Moved: W. Greco

Seconded: Ashlee Gerard

CARRIED

Add New Business:

16.1 FOPL

16.2 Rotary

16.3 Consideration for a Youth Advisory Council

4. Approval of the Minutes

4.1 December 16, 2019 Regular Board Meeting Minutes

4.2 Matters arising from the December 16, 2019 Minutes

In the discussion to close the Korah Branch, condense paragraphs. Names to be removed identifying each speaker.

MOTION:

To revise and condense 1st paragraph, 9.1

MOTION:

The Sault Ste. Marie Public Library Board approves the minutes of the December 16, 2019 meeting as amended:

Moved: W. Greco

Seconded: J. Van-Haaften

CARRIED

5. Consent Agenda

5.1 Invoices Paid December 2019

5.2 Friends Report

5.3 Correspondence

5.3.1 In-coming: Thank you from former Board Member Doreen Simard

5.3.2 Out-going: NONE

5.4 Committee Reports

5.4.1 Policy Committee Report

5.5 Computer Purchasing Plans

5.6 Information Items

5.6.1. Cataloguing and Process Price Increase

5.6.2. Budget Information from City Finance

5.6.3. Radon Kit Success

5.6.4. Archive Art Project Finalist

Board requested that we acknowledge The Friends of the Library for their successes and support of the Library.

MOTION

The Sault Ste. Marie Public Library Board permit Library employees to participate in the Computer Purchasing Plan.

Further, resolved that the Board approve Library Administration to facilitate the program for Library Employees.

Moved: F. Ryan

Seconded: A. Gerard

CARRIED

MOTION

The Sault Ste. Marie Public Library Board approves the ***consent agenda*** of the January 20, 2020 meeting as amended.

Motion: F. Ryan

Seconded: A. Gerard

CARRIED

7. Financial Reports

7.1 Not yet reconciled.

M. MacDonald apologized for not having the November and December Financial Reports reconciled. Due to J. Meyermann ending his position Jan. 6, 2020 and still not having the Office Administrative position filled it has not been possible to have the Visa's posted and up-to-date.

The Board inquired if it will receive 2020 Budget updates for next meeting, and will staff be able to reconcile 2019 Budgets. M. MacDonald said 2019 reconciliation would be a priority.

W. Greco suggested that the Board has a conversation with all Board Members that they each take a position on a sub-committee, including the Finance Committee, of the Board.

8. Policies

8.1 400-09

Human Rights Policy; Anti-Harassment/Discrimination/Violence

Annual review required.

Added to Scope, Volunteer Definitions be amended to include "Friends of the Library."

8.2 400-17 Sick Leave Policy

Paragraphs were added to recognize there are differences between Health Care benefits for the Part-Time, Full-Time and Management.

8.3 400-11 Retirement Gratuity Policy

Redundant wording removed.

8.4 400-13 Expression of Sympathy Policy

Definitions updated to reflect wording in Collective Agreements.

MOTION

The Board approve the policies as amended.

Moved: F. Ryan

Seconded: J. Van-Haaften

CARRIED

9. Expression of Sympathy

MOTION

The Board set Expression of Sympathy value at \$50 - \$75.00.

Moved: A. Gerard

Seconded: J. Van-Haaften

CARRIED

10. Replacement of Administration Position

Board agreed to eliminate Executive Office Assistant and to create the Business Administration position. M. MacDonald hopes to transform the Administrative Clerk position into more of an assistant role. Salary will be negotiable for the Business Administration position.

W. Greco asked for an overall budget for the Managers positions. W. Greco also asked that if the Board could receive a new Organizational Chart for the next regular meeting.

MOTION

Be it resolved that the Sault Ste. Marie Public Library Board approve the replacement of the Executive Assistant/Office Manager position with a Business Administrator position.

Further, resolved that the Board approve the Business Administrator job description as amended.

Moved: A. Gerard

Seconded: F. Ryan

CARRIED

11. Korah Branch Closure Update

M. MacDonald shared with that Board the C. Rumas is working diligently weeding through all the collections and deciding what material will be added to the James. L McIntyre collections and the North Branch collections.

The Friends of the Library will have the first opportunity for the discarded books. If any books are remaining in the branch the Library will share with Prince Township, and both school boards. Deadline to have all discarded books removed from the Korah Branch location is Jan. 25th, 2020. Please refer all questions to H. Huopalaenen.

12. OPLG Self-Assessment

M. MacDonald apologized for having an incomplete OPLG Self-Assessment Tool due to a printing error. He will distribute the full tool via email.

13. Board Development

13.1 AODA Training

W. Greco suggested to M. MacDonald to use Survey Monkey in selecting dates for Board Development training between now and May. Also, to invite Prince Township to the training. The Board also brought up that couriers and volunteers should all have the AODA Training which was mentioned in the OPLG Self-Assessment.

13.2 OLSN Board Development

The Board asked M. MacDonald to follow-up with Steven Kraus as to when the Library should have him up for a formal visit.

14. Closed Session

Resolved that the members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Litigation or potential litigation, including matters before administrative tribunals, affecting the board; and Personal matters about an identifiable individual. Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution. Be it further resolved that the following individuals be permitted to attend: M. MacDonald

Moved: F. Ryan

Seconded: A. Gerard

CARRIED

15. Report of Closed Session

16. New Business

A. Gerard mentioned that she would like to attend a workshop at OLA on Library Youth Advisory Councils. She hopes to bring back to the Board constructive comments and information including ideas for Teen Programming.

17. Board Meeting

17.1 AGM February 24, 2020

17.2 Next Regular Meeting February 24, 2020

18. Adjournment 6:20 p.m.

MOTION:

The Sault Ste. Marie Public Library Board move to adjourn the January 20, 2020 meeting at 6:20 p.m.

Moved: E. Belair **CARRIED**

Chairperson, Library Board

Week-ending	Amount
Nov 28/19	\$176,888.48
Dec 6/19	\$46,599.75
Dec 13/19	\$67,888.21
Dec 20/19	\$5,853.95
Visa	\$12,405.51
Dec 31/19	\$103,943.37
	\$413,579.27

\$5302.61 of this amount was adjusted to the 2019 accounts

\$6695.68 of this amount was added after the cut off date but I was able to have it adjusted to the 201

Moved by: _____

Seconded by: _____

That the cheques for the month of December 2019, which include wages and ber
and RBC Visa in the amount of \$413,579.27 be confirmed paid.

Carried/Denied

CHAIR - LIBRARY BOARD

Dec 31/19	\$4,829.44
Jan 03/2020	\$4,046.33
Jan 13/2020	\$178,732.40
Jan 17/2020	\$97,247.69
Visa Jan, 2020	\$4,547.79
Jan 24/2020	\$1,472.82
Jan 30/2020	\$92,017.48
	\$382,893.95

Moved by: _____
 Seconded by: _____

That the cheques for the month of January 2020, which include wages and benefits and RBC Visa in the amount of \$382,893.95 be confirmed paid.

Carried/Denied

CHAIR - LIBRARY BOARD

2020 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 478.85	\$ 2,758.25		\$ 3,237.10
FEBRUARY				\$ -
MARCH				\$ -
1st Quarter Totals	\$ 478.85	\$ 2,758.25	\$ -	\$ 3,237.10
APRIL				\$ -
MAY				\$ -
JUNE				\$ -
2nd Quarter Totals	\$ -	\$ -	\$ -	\$ -
JULY				\$ -
AUGUST				\$ -
SEPTEMBER				\$ -
3rd Quarter Totals	\$ -	\$ -	\$ -	\$ -
OCTOBER				\$ -
NOVEMBER				\$ -
DECEMBER				\$ -
4th Quarter Totals	\$ -	\$ -	\$ -	\$ -
TOTALS Year To Date	\$ 478.85	\$ 2,758.25	\$ -	\$ 3,237.10
EVENTS	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MARCH	\$ 478.85	\$ 2,758.25	\$ 3,237.10
2nd Quarter Totals	APR-JUNE	\$ -	\$ -	\$ -
3rd Quarter Totals	JULY-SEPT	\$ -	\$ -	\$ -
4th Quarter Totals	OCT-DEC	\$ -	\$ -	\$ -
Totals				
Special Event Totals				
Rotary Sale				\$ -
Grand Total		\$ 3,237.10	\$ -	\$ 3,237.10

2019 FRIENDS INCOME

MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 153.25	\$ 2,285.90		\$ 2,439.15
FEBRUARY	\$ 137.50	\$ 1,863.39		\$ 2,000.89
MARCH	\$ 196.55	\$ 2,391.17		\$ 2,587.72
1st Quarter Totals	\$ 487.30	\$ 6,540.46	\$ -	\$ 7,027.76
APRIL	\$ 161.00	\$ 2,332.20		\$ 2,493.20
MAY	\$ 118.00	\$ 2,711.70		\$ 2,829.70
JUNE	\$ 161.00	\$ 2,411.10	\$ 195.85	\$ 2,767.95
2nd Quarter Totals	\$ 440.00	\$ 7,455.00	\$ 195.85	\$ 8,090.85
JULY	\$ 249.03	\$ 3,511.63		\$ 3,760.66
AUGUST	\$ 354.92	\$ 2,858.25		\$ 3,213.17
SEPTEMBER	\$ 207.00	\$ 2,930.75	\$ 520.09	\$ 3,657.84
3rd Quarter Totals	\$ 810.95	\$ 9,300.63	\$ 520.09	\$ 10,631.67
OCTOBER	\$ 158.75	\$ 2,521.25		\$ 2,680.00
NOVEMBER	\$ 152.00	\$ 2,097.80		\$ 2,249.80
DECEMBER	\$ 198.00	\$ 2,278.10		\$ 2,476.10
4th Quarter Totals	\$ 508.75	\$ 6,897.15	\$ -	\$ 7,405.90
TOTALS Year To Date	\$ 2,247.00	\$ 30,193.24	\$ 715.94	\$ 33,156.18
EVENTS	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MARCH	\$ 487.30	\$ 6,540.46	\$ 7,027.76
2nd Quarter Totals	APR-JUNE	\$ 440.00	\$ 7,455.00	\$ 8,090.85
3rd Quarter Totals	JULY-SEPT	\$ 810.95	\$ 9,300.63	\$ 10,631.67
4th Quarter Totals	OCT-DEC	\$ 508.75	\$ 6,897.15	\$ 7,405.90
Totals		\$ 2,247.00	\$ 30,193.24	\$ 33,156.18
Special Event Totals				
Rotary Sale			\$ 684.00	\$ -
Grand Total		\$ 33,156.18	\$ 684.00	\$ 33,840.18

Matthew MacDonald

From: Dr. Irene O. <dr.irene.o@gmail.com>
Sent: Tuesday, November 26, 2019 11:37 AM
To: Matthew MacDonald; 'Elsbeth Belair' (egbelair22@yahoo.ca)
Subject: Thank you

This email originated outside of the Corporation of the City of Sault Ste. Marie.
Do not open attachments or click links unless you verify the sender and know the content is safe.

Thank you, Matthew and the Library Board, for the lovely puddingstone coasters. They will always serve as a reminder of my enjoyable years as a Board Member.

Also, congratulations on the successful completion of our newest library branch.

Regards,

I. Oktaba



**Sault Ste. Marie
Public Library**

www.ssmpl.ca

"One stop....endless possibilities"

SAULT STE. MARIE PUBLIC LIBRARY BOARD
50 EAST STREET
SAULT STE. MARIE, ONTARIO P6A 3C3
PHONE: (705) 759-5242
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February 18, 2020

Ross Romano, MPP

Constituency Office

Suite 102
390 Bay St.
Sault Ste. Marie, ON P6A 1X2

Ministry Office

Ministry of Colleges and Universities
5th Floor
438 University Ave.
Toronto, ON M7A 2A5

Subject: 2020 Pre-Budget Consultation – *Sault Ste. Marie Public Library*

Dear Mr. Romano,

In our capacities as CEO and Board Chair of the Sault Ste. Marie Public Library, we are writing to share with you the Ontario Library Association (OLA) and Federation of Ontario Public Library (FOPL)'s Ontario Pre-Budget submission.

At your last visit during Ontario Public Library Week, you saw first-hand that the Sault Ste. Marie Public Library acts as a vital community hub for seniors, youth and families. We work with many local organizations such as theatre companies, Credit Counseling of Sault Ste. Marie, Sault Community Career Centre and the Local Immigration Partnership, as well as many regional organizations such as Algoma Public Health and Science North to provide collections, programs and services to improve our citizens' quality and enjoyment of life. But the Sault Ste. Marie Public Library is reaching the limits of what we can do to keep up with Sault Ste. Marie's need for access to modern & digital resources. In addition to maintaining funding for Ontario's public libraries at current levels, the new, multi-year investment outlined in the attached submission will ensure that all Ontarians – no matter where they live – continue to have access to modern, cost-effective resources and services through their local public libraries.

We are available at your convenience to answer any questions or provide any further clarification that you require. You can reach, Matthew MacDonald, the Library CEO at 705-759-5246 or m.macdonald@cityssm.on.ca and you can reach Elspeth Belair, Board Chair at 705-256-9943 or egbelair22@yahoo.ca.

We hope we can rely on your support for the priority recommendations included in Pre-Budget submission, enclosed with this email. We would greatly appreciate you raising these issues with the Minister of Heritage, Sport, Tourism and Culture Industries.

Thank you,

Matthew MacDonald
Chief Executive Officer

Elspeth Belair
Chair – Sault Ste. Marie Public Library
Board

Investing in the Modernization of Ontario's Public Libraries

2020 Pre-Budget Submission

The Ontario government's 2019/20 Budget maintained provincial Libraries Sector Support funding provided directly to Ontario's public libraries. While representing a modest 4% of local public library budgets, which are mostly municipally-supported, provincial funding nevertheless provides critical funding support for operations (such as the Public Library Operating Grant), shared resources, broadband connectivity and pay equity. Unlike most sectors in Ontario, provincial funding for libraries has been frozen for over 22 years. Despite no net increase in provincial or municipal funding over this period, public libraries have effectively managed their resources, evolved to meet the needs of their communities and embraced major leaps in technology.

Libraries across Ontario share best practices and use technology to make resources more accessible and responsive to people's changing needs. But in a growing number of communities, Ontario's libraries are reaching the limits of what they can do to keep up with these changes on their own, especially as it comes to meeting the growing need for access to digital resources. This is especially true for small and medium-sized municipalities, many of which are in rural and Northern Ontario, where the public library is a vital – and often the only – community hub and public resource for seniors, youth and families in the community.

Proposal to Address Gaps

By helping Ontario's public libraries modernize and investing additional funds, the government can make sure that all people – no matter where they live – continue to have access to modern, cost-effective resources and services through their local public libraries.

In addition to maintaining funding for Ontario's public libraries at current levels, this can be achieved by making a targeted investment of new funds into:

1. **Delivering on the Ontario Government's Broadband Action Plan through an Ontario Digital Public Library**
2. **Completing the Transformation of Inter-Library Loan**

Delivering on Ontario's Broadband Action Plan

Fair access to modern, digital resources for the people of Ontario – no matter where they live

Public libraries are increasingly focused on meeting the needs of their community for digital and online resources and services that can be accessed through the library or at home. Digital adoption by public libraries is happening at an incredible pace:

- Since 2000, Ontarians have accessed their local public library digitally 1.3 billion times.¹
- In 2018, 284,000 Ontarians enrolled in over 700,000 online courses through local public libraries across Ontario.²
- **Ontarians borrowed 494,026 e-books from local public libraries in 2018. Rural Ontario residents accessed twice as many e-books per capita through the library as people in urban communities.**³

Many public libraries and people in Ontario do not have the access they need to these increasingly core resources. E-resources and services are expensive, and when purchased on a patchwork, library-by-library basis, many local public libraries struggle to pay for or are unable to afford these high-quality resources. For example, people living in Ontario communities with populations of under 5,000 have access to **less than half the selection of e-book titles and a third of databases** available to residents of large urban centres like Toronto, Ottawa and Hamilton.⁴ Most First Nations public libraries have little to no access to e-resources or services.

E-learning platforms – like LinkedIn Learning (Lynda.com), Gale Courses, Mango Languages, Brainfuse, or RB Digital – are invaluable for job training and re-training, lifelong learning and homework help. **Over 80%** of libraries serving populations of under 5,000 have no subscriptions to e-learning platforms at all.⁵

Up to Speed: Ontario's Broadband and Cellular Action Plan recognized that public libraries in rural, remote and First Nations are struggling to provide access to digital resources. Furthermore, it set out how modernizing access to broadband and its capabilities is critical to delivering on several of the government's priorities, including:

- Making Ontario open for business by attracting and stimulating new economic activity & investment
- Enhancing access to government services
- Supporting expanded online learning for Ontario students
- Improving quality-of-life for all Ontarians

Creating an **Ontario Digital Public Library**, supported through ongoing, multi-year investment by the province and operated by Ontario's library services agencies, would leverage the province's significant purchasing power to give all Ontarians access to a common set of e-learning and online resources through their public library. People living in small, rural, Northern and First Nations would be able to access the same wide range of digital resources through their local public library as in big city libraries.

Specifically, this investment would:

- Make the Ontario Digital Public Library available free-of-charge to **all public libraries in Ontario**.
- Utilize cloud-based technology to develop and maintain a platform for Ontario Digital Public Library resources accessible through local public libraries.
- Provide shared access to extensive e-resources to all public libraries in Ontario, including e-learning and skills development resources to support job readiness.
- Enable negotiation of consortium and discounted pricing for e-resources and services, thereby achieving

significant cost savings.

- Help facilitate the digitization and preservation of heritage materials and documents in local public libraries across Ontario, protecting and making this unique content available to all Ontarians.
- Support training for library staff to help people access the available e-resources.

Summary of Proposed Annual Investment

- Databases
 - Funding to provide a core suite of these digital resources to local public libraries in every community across Ontario.
- E-book collection enhancement
 - Targeted to build capacity and availability in communities with limited or no access to e-books.
- Local IT strategy
 - Support for local IT strategies and implementation for small and remote public libraries to ensure, expand and maintain access to these digital resources.
- Training and education for staff and communities
 - Development and maintenance of the Ontario Digital Public Library platform, as well as training and support to ensure that local public libraries are able to help local residents effectively use the extensive resource base.
- **Total annual investment - \$4.5 - \$4.7 million annually in Year 1; increasing to \$12 million annually by Year 3**

Transforming Inter-Library Loan

Protecting services for the people and communities that need it most

Inter-library loan is a provincially-funded service that enables people to borrow materials from libraries across Ontario through their local public library. Coordinated by Ontario's library services agencies, inter-library loan allows public libraries, especially in small and medium-sized communities, to leverage the combined collection of hundreds of Ontario's public libraries to meet the needs of local residents. This helps them make smart purchasing choices – avoiding waste and the impossibility of carrying all the books and materials people need – while giving people access to the same selection of materials available in major urban libraries.

Following funding reductions for Ontario's library service agencies in the 2019 Ontario Budget, the Ontario Government and SOLS and OLS-N re-established inter-library loan services in Ontario after a brief service suspension. In Southern Ontario, this meant implementing a new model – already used in Northern Ontario – that no longer relies upon a dedicated van service. Now, inter-library loans are fulfilled by having public libraries access the preferential postage rates through Canada Post to deliver library materials.

Under the new model, both SOLS and OLS-N provide some subsidized funding to Ontario public libraries to help cover postage costs incurred from using Canada Post's library materials ("book") rate, while continuing to maintain the centralized online catalogue that lets library users find and request materials held at other Ontario public libraries.

The ministry's allocated funding is well below what is needed to meet the actual demand for inter-library loan across the province. Many public libraries, primarily in smaller urban communities and rural areas, are unable to meet the inter-library loan needs their communities. The funding for the re-launched inter-library loan service was determined based on the level of funding in Northern Ontario, which is historically low when compared to the support that was provided to Southern Ontario libraries.

As a result, approximately 35% of inter-library loan requests are not being fulfilled, even though the materials are available. Many public libraries can no longer afford to meet the needs of the people in their community, especially students and seniors, for this important service.

By increasing the subsidized funding for inter-library loans, all public libraries will be able to meet the needs of people in their communities and inter-library loan services in Northern Ontario will have its historic underfunding resolved, ensuring that all Ontarians have fair access to this provincially-supported service.

DID YOU KNOW?

- **Stratford** (pop. 31,500), **Belleville** (50,000) and **Quinte West** (43,500) were Ontario's top 3 public libraries for using inter-library loan in 2017; local residents in each community borrowed 10 times more materials through inter-library loan than residents in Toronto, Mississauga or Kitchener.
- In the same year, Toronto residents used inter-library loan less than Ontarians living in **Renfrew** (pop. 8,500), **Gravenhurst** (12,300) or **Trent Hills** (12,900).

Summary of Proposed Annual Investment

- Existing provincial funding for inter-library loan: \$361,000
- **Additional provincial funding required to meet anticipated demand in 2020-21: \$375,000 - \$425,000**

Public libraries are essential to people and families across Ontario

As Ontario's farthest-reaching, most cost-effective public resource and community hubs, public libraries are helping millions of Ontarians independently train, learn and reach their potential. Reaching 98% of Ontarians in hundreds of Ontario communities of all sizes, public libraries are local, close to home, and adapt to the priorities of the people and communities they serve. Trained, frontline library staff are people focused, responding to these unique needs by developing, providing and offering:

- Job training – and re-training – programs and resources
- Small business support and community economic development
- Equitable, reliable access to broadband internet in underserved areas
- Frontline access and support for digital government services through ServiceOntario
- Affordable, high-quality children's programs for young families

DID YOU KNOW?

Every dollar invested in public libraries generates significant direct economic benefits back to the community. Here are just a few examples:

- **Vaughan:** \$1 = \$5.57⁷
- **Milton:** \$1 = \$5.67⁸
- **Pickering:** \$1 = \$5.85⁹
- **Stratford:** \$1 = \$7.48¹⁰
- **Ottawa:** \$1 = \$4.17¹¹

Public libraries deliver a big return on investment in communities across Ontario. They've become experts at maximizing the value of every dollar, with an overwhelming focus on providing frontline support and people-focused resources. Over the past 20 years, that has included a constant commitment to evolve and invest to meet the needs of the people in their local communities.

It's no surprise that public libraries are consistently voted by people as one of Ontario's most trusted institutions.⁶

Ontario Library Association / Federation of Ontario Public Libraries

The **Ontario Library Association (OLA)** is the oldest continually-operating non-profit library association in Canada, with over 5,000 members comprised of library staff and supporters from public, school, academic, and special libraries.

The **Federation of Ontario Public Libraries (FOPL)** represents 246 public library systems in Ontario, including 45 First Nations public libraries, in communities throughout the Province.

Together, OLA & FOPL are committed to ensuring that libraries can to continue to play a critical role in the social, education, cultural and economic success of our communities and schools.

¹Ministry of Heritage, Sport, Tourism and Culture Industries. (2018). Ontario Public Library Statistics

²Ibid, 2018.

³Ibid, 2018.

⁴Ibid, 2018.

⁵Ibid, 2018.

⁶Pew Research Center, 2016, 2017; Varheim, 2014.

⁷Vaughan Public Library (2017). The Economic Impact of Vaughan Public Libraries on the City of Vaughan.

⁸Milton Public Library. (2014). The Economic Impact of the Milton Public Library on the Town of Milton.

⁹Pickering Public Library. (2014). The Economic Impact of the Pickering Public Library on the City of Pickering.

¹⁰Stratford Public Library. (2015). Under the Umbrella: Stratford Public Library's economic impact.

¹¹Ottawa Public Library. (2016). Check out the Benefit: The Economic Benefits of the Ottawa Public Library.

February 1, 2020

Administration

CEO/Director of Public Libraries

Business Administrator

Administrative Clerk

Manager of Community Engagement

Manager of Digital Literacy

Collections Librarian

Manager of Public Services

Adult Services

Senior Reference
Technician

FT Reference
Technician 1
PT Reference
Technician 1

FT Reference
Technician 2
PT Reference
Technician 2

FT Reference
Technician 3
PT Reference
Technician 3

Pages = 4

Children's Services

Early Literacy
Development Technician

FT Junior Children's
Clerk 1

FT Junior Children's
Clerk 2

FT Junior Children's
Clerk 3

PT Junior Children's
Clerk 1

PT Junior Children's
Clerk 2

PT Junior Children's
Clerk 3

Pages = 4

Technical Services

Cataloguing
Technician

Technical Services
Technician

Acquisition Clerk

Circulation

Senior Circulation & Branch
Technician

FT Junior Circula-
tion Clerk 1

FT Junior Circula-
tion Clerk 2

FT Junior Circula-
tion Clerk 3

PT Junior Circula-
tion Clerk 1

PT Junior Circula-
tion Clerk 2

PT Junior Circula-
tion Clerk 3

PT Junior Circula-
tion Clerk 4

PT Junior Circula-
tion Clerk 5

Pages = 6

North Branch

Archive
Technician

FT Junior Branch
Clerk 1

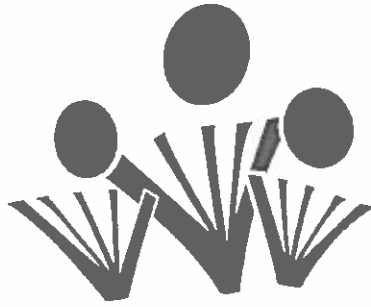
FT Junior Branch
Clerk 2

PT Junior
Branch Clerk 1

PT Junior
Branch Clerk 2

PT Junior
Branch Clerk 3

Pages = 3



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 5.6

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: EASTER SUNDAY CLOSURE
DATE: FEBRUARY 24, 2020

PURPOSE

For the Board to add April 12, 2020 (Easter Sunday), to the schedule of closures for the year 2020.

SCHEDULE OF CLOSURES

The schedule of closures for the year 2020 was passed by the Board at its November 26, 2019 meeting. The Board used the City's list of closures as a guide, however Easter Sunday was not included on the list. It is the Board's practice to be closed during this holiday.

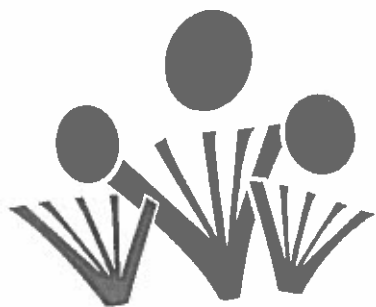
MOTION

Be it resolved that April 12, 2020 be included in the schedule of Library closures for the year 2020.

MOVED BY:

SECONDED BY:

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 5.7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO, CHRIS RUMAS, MANAGER OF DIGITAL LITERACY,
HELENA HUOPALAINEN, MANAGER OF COMMUNITY ENGAGEMENT
SUBJECT: INFORMATION ITEMS
DATE: FEBRUARY 24, 2020

5.7.1 CHAMBER OF COMMERCE NOMINATION

The Library has been nominated for the "Leadership in Accessibility Award" from the Chamber of Commerce. The Chamber of Commerce celebrates local businesses annually with its Business Achievement Awards. The Award ceremony will be held at an awards Gala on February 29, 2020.

Tickets are available from the Chamber of Commerce.

5.7.2 HOOPLA

On February 10, 2020 the Library launched a new digital media service. Hoopla allows patrons to borrow movies, music, audiobooks, ebooks, comics, and TV Shows for patrons to watch on their computer, tablet, phone, or TV.

There is a much larger selection of content available through Hoopla than our Overdrive service but the borrowing system is different. Instead of having a holds list for items and one person borrowing an item at a time, anyone can borrow any title at any time, there is no waiting and no fee to the patron. While there are no restrictions on the number of people borrowing a title at a time, patrons will be limited to borrowing a maximum of 4 titles a month but the limit resets on the first of each month.

Patrons with expired cards will not be able to use the service and any patrons with \$25 or more in fines will also be blocked from using the service.

The borrowing lengths for various titles are listed below:

- TV Shows and Movies for 3 days
- Audiobooks for 21 days
- Music for 7 days
- Comic and graphic novels for 21 days
- Ebooks for 21 days

Hoopla is available now through the Library's website and can be found under Reading and Entertainment- Digital resources.

5.6.3 NORTH BRANCH PROGRAMMING

The Library and the Community have begun to take advantage of the new branch and its programming spaces.

Beginner Spanish Lessons will begin at the North Branch in March 5, 2020.

Bridge Lessons will also begin at the North Branch March 21, 2020

5.7.4 SIGNATURE EVENTS

The North Branch library will be hosting its first Signature Event partnering with a new theatre company in Sault Ste. Marie launching their project.

Second Signature Event will also be hosted at the North Branch and is part of the Science Festival. Tuesday April 21, 2020 will be a science trivia event "It's Not Rocket Science." This year's theme will revolve around science and pop culture.

5.7.5 ADDITIONAL RADON KITS

Due to the overwhelming success of the Radon collection, the Library will be receiving a donation of an additional 28 radon kits. With all 30 kits already checked out, there is a waiting list of over 80.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

SSM LIBRARY
Summary of All Units
For the Twelve Months Ending Tuesday, December 31, 2019

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants	(\$3,402,203.73)	(\$3,445,553.00)	99%
Fines	(17,916.00)	(\$18,600.00)	96%
Concessions		(\$4,500.00)	0%
Sales	(55,930.89)	(\$50,210.00)	111%
Donations	(41,817.27)	(\$85,000.00)	49%
Other income	(68,532.84)	(\$35,575.00)	193%
Change in future employee benefits			0%
Surplus, prior year		(\$200,000.00)	0%
	<u>(3,586,400.73)</u>	<u>(\$3,839,438.00)</u>	<u>93%</u>
EXPENDITURES			
Salaries and benefits	2,357,673.74	\$2,497,832.00	94%
Future employee benefits			0%
Books and periodicals	271,611.13	\$231,750.00	117%
Utilities	90,244.90	\$85,000.00	106%
Office expenditures	144,825.80	\$134,800.00	107%
Operating expenditures	505,733.49	\$691,056.00	73%
Equipment purchases	155,299.69	\$199,000.00	78%
Depreciation			0%
Default			0%
	<u>3,525,388.75</u>	<u>\$3,839,438.00</u>	<u>92%</u>
(Surplus)/Deficit	(61,011.98)	\$0.00	0%

SSM LIBRARY
LIBRARY ADMINISTRATION
For the Twelve Months Ending Tuesday, December 31, 2019

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
REVENUE			
Grants	(\$3,402,203.73)	(\$3,445,553.00)	99%
Fines			
Concessions			
Sales	(35,756.24)	(\$30,000.00)	119%
Donations	(30,267.63)	(\$85,000.00)	36%
Other income	(62,268.07)	(\$30,500.00)	204%
Change in future employee benefits			
Surplus, prior year		(\$200,000.00)	0%
	<u>(3,530,495.67)</u>	<u>(\$3,791,053.00)</u>	<u>93%</u>
EXPENDITURES			
Salaries and benefits	570,723.80	\$748,216.00	76%
Future employee benefits			
Books and periodicals		\$1,000.00	0%
Utilities			
Office expenditures	91,229.49	\$89,500.00	102%
Operating expenditures	10,383.61	\$20,856.00	50%
Equipment purchases	150,626.68	\$71,000.00	212%
Depreciation			
Default			
	<u>822,963.58</u>	<u>\$930,572.00</u>	<u>88%</u>
(Surplus)/Deficit	(2,707,532.09)	(\$2,860,481.00)	95%

**SSM LIBRARY
LIBRARY MAIN BRANCH
For the Twelve Months Ending Tuesday, December 31, 2019**

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
REVENUE			
Grants			
Fines	(17,672.06)	(\$17,500.00)	101%
Concessions			
Sales	(18,835.21)	(\$18,900.00)	100%
Donations			
Other income	(6,154.37)	(\$5,075.00)	121%
Change in future employee benefits			
Surplus, prior year			
	<u>(42,661.64)</u>	<u>(\$41,475.00)</u>	<u>103%</u>
EXPENDITURES			
Salaries and benefits	1,575,281.43	\$1,520,280.00	104%
Future employee benefits			
Books and periodicals	119,195.63	\$133,550.00	89%
Utilities	90,244.90	\$85,000.00	106%
Office expenditures	52,525.09	\$41,050.00	128%
Operating expenditures	296,440.47	\$141,250.00	210%
Equipment purchases	1,076.62	\$3,000.00	36%
Depreciation			
Default			
	<u>2,134,764.14</u>	<u>\$1,924,130.00</u>	<u>111%</u>
(Surplus)/Deficit	2,092,102.50	\$1,882,655.00	111%

SSM LIBRARY
LIBRARY KORAH BRANCH
For the Twelve Months Ending Tuesday, December 31, 2019

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(207.49)	(\$800.00)	26%
Concessions			
Sales	(1,322.79)	(\$1,310.00)	101%
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
	<u>(1,530.28)</u>	<u>(\$2,110.00)</u>	<u>73%</u>
EXPENDITURES			
Salaries and benefits	161,546.36	\$141,152.00	114%
Future employee benefits			
Books and periodicals	1,317.93	\$2,200.00	60%
Utilities			
Office expenditures	682.74	\$1,050.00	65%
Operating expenditures	9,247.05	\$12,500.00	74%
Equipment purchases			
Depreciation			
Default			
	<u>172,794.08</u>	<u>\$156,902.00</u>	<u>110%</u>
(Surplus)/Deficit	171,263.80	\$154,792.00	111%

SSM LIBRARY
LIBRARY NORTH BRANCH
For the Twelve Months Ending Tuesday, December 31, 2019

Department	Actual	Budget	Percentage to Date
REVENUE			
Grants			
Fines	(36.45)	(\$300.00)	12%
Concessions			
Sales	(16.65)		0%
Donations	(11,549.64)		0%
Other income	(110.40)		0%
Change in future employee benefits			
Surplus, prior year			
	<u>(11,713.14)</u>	<u>(\$300.00)</u>	<u>3,904%</u>
EXPENDITURES			
Salaries and benefits	50,122.15	\$88,184.00	57%
Future employee benefits			
Books and periodicals	151,097.57	\$95,000.00	159%
Utilities			
Office expenditures	388.48	\$3,200.00	12%
Operating expenditures	190,395.31	\$514,450.00	37%
Equipment purchases	3,596.39	\$125,000.00	3%
Depreciation			
Default			
	<u>395,599.90</u>	<u>\$825,834.00</u>	<u>48%</u>
(Surplus)/Deficit	383,886.76	\$825,534.00	47%

**SSM LIBRARY
LIBRARY CONCESSION**
For the Twelve Months Ending Tuesday, December 31, 2019

<u>Department</u>	<u>Actual</u>	<u>Budget</u>	<u>Percentage to Date</u>
REVENUE			
Grants			
Fines			
Concessions		(\$4,500.00)	0%
Sales			
Donations			
Other income			
Change in future employee benefits			
Surplus, prior year			
		<u>(\$4,500.00)</u>	<u>0%</u>
EXPENDITURES			
Salaries and benefits			
Future employee benefits			
Books and periodicals			
Utilities			
Office expenditures			
Operating expenditures	(732.95)	\$2,000.00	(37%)
Equipment purchases			
Depreciation			
Default			
	<u>(732.95)</u>	<u>\$2,000.00</u>	<u>(37%)</u>
(Surplus)/Deficit	(732.95)	(\$2,500.00)	29%

Revised Draft 2020 Library Budget

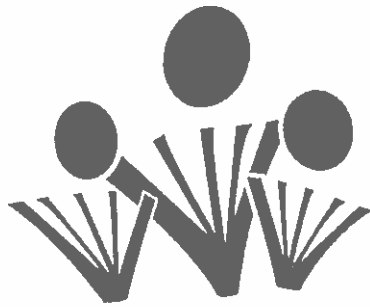
24-Feb-20

	Admin	Main	North	Total
Grants:				
ONT SPEC GRANT PAY EQUITY	30-720-7201-5210 (207,474)	-	-	(207,474)
ONT SPEC GRANT LIB CREDIT PROG	30-720-7201-5212 -	-	-	-
ONT SPEC GRANT LIBRARY	30-720-7201-5291 (160,595)	-	-	(160,595)
MUN GRANT CONTRACT COMMUNITIES	30-720-7201-5293 (22,965)	-	-	(22,965)
GRANTS MUNICIPAL	30-720-7201-5294 (2,790,524)	-	-	(2,790,524)
NOFHC	30-720-7201-9903 (46,783)	-	-	(46,783)
ONT SPEC SERVICE ONTARIO	30-720-7201-9904 (850)	-	-	(850)
Employment Solutions	30-720-7201-9905 (2,400)	-	-	(2,400)
Total Grants	(5000 TO 5300) <u>(3,231,591)</u>	<u>-</u>	<u>-</u>	<u>(3,231,591)</u>
Fines:				
INTEREST PENALTY LIBRARY FINES	30-720-7201-5843 -	(18,000)	(2,500)	(20,500)
Total Fines	(5840 TO 5845) <u>-</u>	<u>(18,000)</u>	<u>(2,500)</u>	<u>(20,500)</u>
Sales:				
SALES BAGS	30-720-7201-5891 -	(150)	-	(150)
SALES BOOKS	30-720-7201-5898 (31,500)	(6,500)	(100)	(38,100)
SALES COIN OP COPIES	30-720-7201-5893 -	(10,000)	(1,350)	(11,350)
SALES AUDIO TAPES	30-720-7201-5894 -	-	-	-
FEES LIBRARY REGISTRATION-PROG	30-720-7201-5895 -	(2,250)	(400)	(2,650)
Total Sales	(5891 TO 5898) <u>(31,500)</u>	<u>(18,900)</u>	<u>(1,850)</u>	<u>(52,250)</u>
Donations:				
DONATIONS	30-720-7201-5861 (7,000)	-	-	(7,000)
RESTRICTED DONATIONS	30-720-7201-5866 (36,331)	-	-	(36,331)
SURPLUS RESTRICTED DONATIONS PRIOR YEAR	30-720-7201-5902 -	-	-	-
Total Donations	(5861 TO 5869...) <u>(43,331)</u>	<u>-</u>	<u>-</u>	<u>(43,331)</u>
Other income:				
RENT PROGRAM ROOM A	30-720-7201-5751 -	(3,500)	(2,000)	(5,500)
INVESTMENT INCOME BANK	30-720-7201-5847 (10,000)	-	-	(10,000)
SUNDRY REVENUE	30-720-7201-5860 (18,000)	(1,500)	-	(19,500)
RENT COMPUTER COMMON ROOM	30-720-7201-5752 -	(1,000)	(800)	(1,800)
CONCESSIONS FOOD	30-720-7206-5801 -	-	-	-
Total Other income	(5846 TO 5860...) <u>(28,000)</u>	<u>(6,000)</u>	<u>(2,800)</u>	<u>(36,800)</u>
TOTAL REVENUE:	<u>\$ (3,334,422)</u>	<u>\$ (42,900)</u>	<u>\$ (7,150)</u>	<u>\$ (3,384,472)</u>
Salaries and benefits:				
SALARIES FULL TIME	30-720-7201-6001 616,478	1,200,130	232,998	2,049,607
CANADA PENSION PLAN	30-720-7201-6031 21,235	62,734	11,184	95,153
EMPLOYMENT INSURANCE	30-720-7201-6032 5,091	14,120	2,764	21,975
EMPLOYER HEALTH TAX	30-720-7201-6033 11,935	22,999	4,473	39,408
OMERS	30-720-7201-6041 51,693	83,569	17,851	153,113
HEALTH CARE	30-720-7201-6042 14,246	43,238	8,997	66,481
DENTAL	30-720-7201-6043 8,527	25,881	5,386	39,794
GROUP INSURANCE	30-720-7201-6044 1,378	2,032	402	3,812
LONG TERM DISABILITY	30-720-7201-6045 13,153	19,388	3,836	36,377
WSIB	30-720-7201-6046 3,000	-	-	3,000
RETIRED HEALTH CARE	30-720-7201-6052 13,200	-	-	13,200
Total Salaries and benefits	(6001 TO 6098) <u>759,938</u>	<u>1,474,090</u>	<u>287,892</u>	<u>2,521,920</u>
Future employee benefits:				
POST RETIREMENT EXPENSES	30-720-7201-6099 -	-	-	-
Total Future employee benefits	6099 <u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Books and periodicals:				
RESTRICTED DONATION EXPENSE	30-720-7201-6166 1,000	-	-	1,000
BOOKS PROFESSIONAL	30-720-7201-6133 -	-	-	-
BOOKS REFERENCE ADULT	30-720-7201-6135 -	4,500	-	4,500

Revised Draft 2020 Library Budget

24-Feb-20

	Admin	Main	North	Total
BOOKS ADULT	30-720-7201-6136 -	40,000	17,000	57,000
BOOKS JUVENILE	30-720-7201-6137 -	16,000	11,000	27,000
BOOKS FRENCH	30-720-7201-6138 -	500	1,500	2,000
PERIODICALS	30-720-7201-6141 -	13,000	2,500	15,500
DIGITAL VIDEO DISCS ADULT	30-720-7201-6151 -	12,000	5,000	17,000
DIGITAL VIDEO DISCS JUVENILE	30-720-7201-6152 -	2,200	2,000	4,200
CD ROM CIRCULATION	30-720-7201-6153 -	-	-	-
CD ROM JUVENILE	30-720-7201-6155 -	-	1,500	1,500
CD MUSIC ADULT	30-720-7201-6156 -	200	-	200
CD MUSIC JUVENILE	30-720-7201-6157 -	150	-	150
ELECTRONIC DATABASES	30-720-7201-6158 -	32,000	-	32,000
AUDIO BOOKS ADULT	30-720-7201-6159 -	3,000	2,000	5,000
AUDIO BOOKS JUVENILE	30-720-7201-6160 -	1,000	1,500	2,500
BINDING	30-720-7201-6165 -	10,000	-	10,000
Total Books and periodicals	(6130 TO 6169) 1,000	134,550	44,000	179,550
Utilities:				
WATER & ELECTRIC	30-720-7201-6252 -	78,000	-	78,000
NATURAL GAS	30-720-7201-6254 -	16,000	-	16,000
Total Utilities	(6250 TO 6259) -	94,000	-	94,000
Office expenditures:				
OFFICE EXPENSES	30-720-7201-6111 -	20,000	-	20,000
MEMBERSHIPS & SUBSCRIPTIONS	30-720-7201-6170 4,500	-	-	4,500
TRAVEL	30-720-7201-6182 10,000	-	-	10,000
TRAINING	30-720-7201-6185 2,500	-	-	2,500
MILEAGE	30-720-7201-6200 1,900	600	200	2,700
POSTAL SERVICE	30-720-7201-6470 3,000	-	-	3,000
CARTAGE	30-720-7201-6474 3,500	-	-	3,500
TELEPHONE	30-720-7201-6480 16,500	16,000	2,500	35,000
AUDIT FEES	30-720-7201-6500 12,500	-	-	12,500
BOOKKEEPING SERVICE	30-720-7201-6506 12,000	-	-	12,000
EAP PROGRAM	30-720-7201-6508 -	-	-	-
PUBLIC RELATIONS	30-720-7201-6542 24,000	-	-	24,000
LEGAL FEES	30-720-7201-6511 2,000	-	-	2,000
BANK CHARGES	30-720-7201-6720 2,500	-	-	2,500
DATA PROCESSING	30-720-7201-6560 -	-	-	-
US \$ EXCHANGE	30-720-7201-6726 -	-	-	-
Total Office expenditures	(6111 TO 6120...) 94,900	36,600	2,700	134,200
Operating expenditures:				
MISCELLANEOUS	30-720-7201-6316 11,577	6,400	3,000	20,977
MAINTENANCE OFFICE EQUIPMENT	30-720-7201-6400 -	1,000	5,000	6,000
MAINTENANCE & ALTERATIONS	30-720-7201-6410 -	60,000	-	60,000
JANITORIAL SERVICE	30-720-7201-6496 -	39,000	4,500	43,500
SECURITY	30-720-7201-6620 -	5,500	2,500	8,000
RENT	30-720-7201-6700 -	-	191,294	191,294
MACHINE RENTAL	30-720-7201-6704 -	22,200	1,800	24,000
JANITORIAL SUPPLY	30-720-7201-6395 -	8,000	-	8,000
INSURANCE	30-720-7201-6462 7,200	-	-	7,200
ARCHIVES	30-720-7204-6132 -	-	24,331	-
RESALE FOOD	30-720-7206-6595 2,000	-	-	2,000
Total Operating expenditures	(6300 TO 6469...) 20,777	142,100	232,425	395,302
Equipment purchases:				
OFFICE EQUIPMENT	30-720-7201-8201 6,000	2,500	2,000	10,500
COMPUTER EQUIPMENT	30-720-7201-8202 16,000	-	-	16,000
SOFTWARE	30-720-7201-8300 33,000	-	-	33,000
Total Equipment purchases	(8000 TO 8899) 55,000	2,500	2,000	59,500
TOTAL EXPENSES:	\$ 931,616	\$ 1,883,840	\$ 569,018	\$ 3,384,473
	(2,402,807)	1,840,940	561,868	0



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 10

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: MULTIFUNCTION PRINTER CONTRACT
DATE: FEBRUARY 24, 2020

PURPOSE

For the Board to approve a new lease agreement for equipment and printing services as per 200-01 Purchasing Procurement Policy.

MULTI-FUNCTION DEVICE LEASE AGREEMENT

The Library's current lease contract for its 4 multifunction devices with Compugen will end on February 29, 2020, and will automatically renew on a month-to-month basis until the contract is renewed or a new contract is signed with a different vendor. The multifunction devices are spread across the Library system for both public and staff use. One machine is located at the Korah Branch Library, one machine at the North Branch Library, and two machines are located at the James L. McIntyre Centennial Library. The machines are used for patrons to print, scan, fax, and copy, except for the machine located in the Administration Office, which is for staff use only. In the next contract the Library will reduce its complement to 3 multifunction devices since the Korah Library closed. A new contract would be signed for a 5 year term for multifunction device services.

REQUEST FOR QUOTES (RFQ)

Quotes were obtained from the following vendors:

- Algoma Office Equipment (AOE)
- Superior Digital Solutions (SDS)
- Compugen

Pricing from each vendor includes a monthly lease for each machine and cost per print which was calculated using the average monthly printing volume (AMV) for the past 60 months for black and white, and colour printing.

Vendor	Proposed Device Model	Estimated Monthly Cost (Machine Lease & AMV)
Algoma Office Equipment	Canon IRC 5500 II Series	\$ 869.65
Compugen	Xerox AltaLink C8000 Series	\$ 1,179.62
Superior Digital Solutions	Xerox AltaLink C8000 Series	\$ 923.51

RECOMMENDATION

That the Board approve the multifunction device lease contract to be signed with Algoma Office Equipment for a term of 5 years.

Algoma Office Equipment is a locally owned and operated business that has been serving the multifunction device copier and printer needs for Sault Ste. Marie and Algoma district for 30 years. They provide and service a wide range of devices and printers. In their proposal, AOE recommended Canon imageRUNNER ADVANCE C3500 III Series and C5500 II Series, which would meet the Library's multifunction device copier and printer needs.

Of the three proposals received, Algoma Office Equipment offered the best pricing for machine leasing and operating costs when compared to the other proposals. All estimates were calculated using the proposed monthly lease rates and the average monthly volume printing multiplied by the cost per print provided by each vendor. All prices include delivery, installation, training, toner and other consumables (excluding paper), and all other onsite parts and labour.

Aside from pricing, Algoma Office Equipment currently provides multifunction devices to various local businesses and organizations, including various City Departments, which will make the installation and maintenance easier for the Library. Additionally, AOE offered the best response time for service calls should issues with the devices occur and they offered the best maintenance options for the devices.

MOTION

Be it resolved the Sault Ste. Marie Public Library Board approve signing a five (5) year multifunction device lease agreement with Algoma Office Equipment.

Respectfully submitted,
Chris Rumas, Manager of Digital Literacy

The Sault Ste. Marie Public Library Board

By-law No. 1998-01

**Being a procedural by-law for the
Sault Ste. Marie Public Library Board**

Adopted: February 16, 1998

*Revised: March 20, 2000; May 14, 2007; May 12, 2016;
June 18, 2018, February 24, 2020*

**Part One
Holding of Meetings of the Board**

1. Regular Meetings:

- 1.1. In accordance with the Public Libraries Act, R.S.O. 1990, c. P.44, the Board shall hold at least seven (7) regular meetings annually. It will be the Board's policy to hold nine (9) regular meetings and conduct special meetings at such other times, as it considers necessary.

2. Time and Place of Regular Meetings

- 2.1. The Board's meeting schedule will be determined annually at January Regular Board meetings for a twelve (12) month period (February to January).
- 2.2. The time, date and/or location of a regular meeting may be altered by Board resolution. In exceptional circumstances, forty-eight (48) hours notice may be given to Board members of the time, date and location of any special Board meeting required.
- 2.3. Meeting length shall be no longer than two (2) hours. Should additional time be required, a motion must be passed to extend the length of the meeting.

3. Meetings Open to the Public

- 3.1. The meetings of the Board, including meetings of the Board sitting in Committee of the Whole, shall be open to the public and no person shall be excluded therefrom except for improper conduct.
- 3.2. The Chairperson may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

4. Commencement of the Proceedings

- 4.1. As soon after the designated meeting time as quorum is present, the Chairperson shall call the meeting to order.
- 4.2. The Secretary-Treasurer shall record in the minutes the members present.

5. Quorum

- 5.1. The presence of a majority of the Board is necessary for the transaction of business.
- 5.2. A member of the Board can participate electronically in a meeting but shall not be counted in determining whether or not a quorum of members is present at any point of time as per the Municipal Act, 2001, S.O. 2001, c. 25.

6. Quorum Lacking

- 6.1. Should a quorum not be present within twenty minutes of the appointed meeting time, the meeting shall stand adjourned. The Secretary-Treasurer shall then record the names of the members present and enter them in the minutes.
- 6.2. Notwithstanding Item 6.1, the members present may agree to proceed with the agenda informally, on the understanding that any decisions taken will be placed before the next meeting for ratification.

7. Annual Meeting:

- 7.1. An Annual Meeting of the Board shall be held in February prior to the regular Board meeting for the purpose of appointing Board committees, receiving annual reports, and any other business as may be referred to it by the Board.

8. Special Meetings:

- 8.1. The Chairperson or any two members of the Board may summon a special meeting of the Board by giving each member forty-eight (48) hours' notice in writing, specifying the purpose for which the meeting is called.



9. Chairperson:

- 9.1. At the first meeting following appointment of the Board, the Sault Ste. Marie Public Library Board shall elect a Chairperson from its members.

10. Duties of the Chairperson:

- 10.1. The Board Chairperson shall be responsible for:
- 10.1.1. presiding at regular and special meetings of the Board in the manner and to the extent prescribed by the Board
 - 10.1.2. conducting Board meetings in accordance with library and any other relevant legislation
 - 10.1.3. in the absence of specific authority, not committing the Board to any course of action
 - 10.1.4. serving as ex-officio member of all Board committees
 - 10.1.5. acting as one of the authorized signing officers of all documents pertaining to Board business
 - 10.1.6. representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the Board
 - 10.1.7. acting as the spokesperson for the Board
 - 10.1.8. determining the responsibility of committees to deal with matters which arise where it is unclear as to which committee has responsibility, subject to eventual confirmation by the Board
 - 10.1.9. ensuring that vacancies on Board committees are filled as expeditiously as possible
 - 10.1.10. advising the Vice-Chairperson, if for any reason, the Chairperson is temporarily unable to perform the duties of the Chairperson
 - 10.1.11. any other powers, duties and responsibilities as may, from time to time, be assigned to the Chairperson by the Board

11. Vice-Chairperson:

- 11.1. At the first meeting following appointment of the Board, the Sault Ste. Marie Public Library Board shall elect a Vice-Chairperson from its members.

12. Duties of the Vice-Chairperson:



- 12.1. The Vice-Chairperson shall be responsible for:
 - 12.1.1. performing all the duties and responsibilities of the Chairperson in the absence of the Chairperson.
 - 12.1.2. any such other powers, duties and responsibilities as may, from time to time, be assigned to the Vice-Chairperson by the Board.

13. Elections of Officials of the Board:

- 13.1. At the first meeting following appointment, the Board shall elect a Chairperson and Vice-Chairperson from its members.
- 13.2. Elections shall be decided by majority vote when there are two candidates and plurality vote when there are more than two.
- 13.3. If only one nomination is received for a position, the candidate shall be declared elected by acclamation.
- 13.4. Voting shall be by secret ballot. The secretary shall act as scrutineer.
- 13.5. In the event of a tie, an additional secret ballot between the tied candidates shall be cast.
- 13.6. In the event of a second tie the decision will be made by a straw vote.
- 13.7. Casual vacancies that occur within the executive during the year shall be filled by conducting a written vote at the next regular meeting of the Board.
- 13.8. Ballots will be destroyed.

14. Nominations for Officials of the Board:

- 14.1. Nominations for Chairperson and for Vice-Chairperson may be made from the floor by any Board Member requires a mover and seconder.
- 14.2. Nominees shall be given the opportunity to accept or decline the nomination.
- 14.3. Candidates shall be free to withdraw verbally prior to the vote.
- 14.4. Members unable to attend are eligible for election by informing the Secretary in writing of their willingness to stand for office and in which positions, if nominated.
- 14.5. The Chairperson and Vice-Chairperson will be elected on an annual basis for a maximum of six (6) consecutive terms in that position.

Part Three Officers of the Board

15. Chief Executive Officer:

- 15.1. The Board shall appoint a Chief Executive Officer who shall have general supervision over the direction of the operation of the public library and its staff, shall attend all board meetings and shall have the other powers and duties that the Board assigns.

Secretary-Treasurer:

1. The Board shall appoint a Secretary-Treasurer who shall:
 - a) conduct the Board's official correspondence
 - b) keep minutes of every meeting of the Board
 - c) receive and account for all the Board's finances
 - d) manage financial accounts in the name of the Board including depositing all money received on the Board's behalf to those approved accounts
 - e) disburse the money as the Board directs
2. The same person may be both the Chief Executive Office and the Secretary-Treasurer.

Part Four Voting in the Board Meetings

Voting:

1. Every member present when a question is put shall either vote in the positive, in the negative, or abstain.
2. The Chairperson of the Board may vote upon all questions.
3. Any vote on a resolution shall require a simple majority of the members present to be passed, except for a resolution on a by-law, which shall require a two-thirds majority of the members present. Any question on which there is an equality of votes shall be deemed in the negative.
4. Any member present who has a conflict of interest (real or perceived) in the matter before the Board is not eligible to vote.
5. Voting shall normally be by a show of hands.
6. A member may request a recorded vote prior to a question being put.
7. Telephone, email and proxy votes shall not be permitted.

Part Five Agenda

Agenda:

1. The Chief Executive Officer, in consultation with the Chairperson, shall decide subject matters and items to appear on the Board Agenda as well as any delegations to be heard by the Board.
2. A full agenda package will be sent to Board members electronically and/or in paper format (as preferred) no later than the Friday preceding each regular meeting of the Board.

Part Six Committee of the Whole

Moving into Committee of the Whole:

1. The Board may, by resolution, move into Committee of the Whole to deal with matters referred to it by the Board and in accordance with all applicable library and other legislation.

Report of the Committee of the Whole:

1. Following adjournment of the Meeting of the Whole, the Chairperson shall report on the proceedings and findings. A motion adopting the report, or adopting it and dealing with the subject matter shall be made.

Part Seven Closed Meetings

Moving into a Closed Meeting:

1. The Board may, by resolution, move into a Closed Meeting to deal with matters referred to it by the Board and in accordance with the Public Libraries Act and the Municipal Act, as revised, and/or all other applicable legislation
 - 1.1. The security of the property of the Board;
 - 1.2. Personal matters about an identifiable individual;
 - 1.3. A proposed or pending acquisition or disposition of land by the Board;

- 1.4. Labour relations or employee negotiations;
- 1.5. Litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
- 1.6. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 1.7. A matter in respect of which a board or committee of a board may hold a closed meeting under another Act 2002, c. 17, Sched. C, s. 24(5)

Educational or Training Sessions:

A meeting of the Board may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board. Municipal Act, 2006, c. 32, Sched. A, s. 103 (1).

Minutes of Closed Meetings:

1. The Secretary-Treasurer shall take the minutes of Closed Meetings. In the absence of the Secretary-Treasurer, the Chairperson shall appoint a member of the Board to take the minutes.
2. Minutes of Closed Meetings are confidential.
3. Minutes of Closed Meetings shall be approved at the next Closed Meeting of a regular meeting of the Board.

Part Eight Special Committees

Special Committees:

1. The Board may appoint Special Committees at any time as it is deemed necessary.
2. The Chairperson is an ex officio member of every special committee.
3. Notwithstanding Item 2, the Chairperson may be appointed to any special committee in which case he or she shall be counted in the formation of a quorum and may vote on any question.

Jurisdiction:

1. A resolution establishing a special committee shall set forth the terms of reference of the committee.

Quorum of Special Committees:

1. A quorum of a special committee shall be a majority of the members thereof, including the Chairperson of the Board as ex officio.
2. A Special Committee shall not consider any business if a quorum is not present.

Chairperson of Special Committees:

1. A Special Committee shall select a chairperson for the term of the Board at its first meeting.

Members of Special Committees:

1. Where the resolution establishing a special committee does not appoint members, the Chairperson of the Board shall appoint them.
2. The Board may appoint persons to special committees who are not members of the Board.

Meetings:

1. A special committee shall meet at such time and place as the Chairperson or Committee shall determine.
2. No special committee shall meet while the Board is in session.

Secretary:

1. A secretary shall be appointed for each special committee, who shall:
 - 1.1. Keep the minutes of the meetings
 - 1.2. Perform any other secretarial functions as required

General Provisions for Special Committees:

1. The Chairperson of the special committee may vote on any question before the committee and in the event of an equality of votes, the question is defeated.
2. A final or interim written or verbal report of a special committee shall be made to the Board.
3. Special committees may consider and report on such matters only as have been referred to them by the Board.
4. Members of the Board may attend the meetings of special committees, but shall not be allowed to vote; nor shall they be allowed to take part in any discussion or debate except by the permission of the majority of the members of the committee.

Dissolution of Special Committees:

1. When a special committee has completed its work and made its report to the Board it dissolves automatically.

Part Nine

Review and Changes to Bylaws

1. Bylaws shall be reviewed by the Policy Committee on request by the Board.
2. Bylaws may also be reviewed/revised at the direction of the Board, when required.
3. Any changes or revisions to the bylaws shall require a two-thirds majority of the members present.

PASSED by the Sault Ste. Marie Public Library Board this ____ day of _____.

Chairperson

Secretary-Treasurer

OLA Superconference

January 30 & 31, 2019

Wayne Greco

Keynote: Mona Chalabi

(Introduction to the 2019/20 OLA Board of Directors)

Using data to support specific agendas. Focus on creative data visualization as a form of story telling and countering short attention spans.

First Nation, Metis and Inuit Ontology Development

- indigenous librarians**
 - access to native history**
 - staff training for awareness**
 - evidence of native culture**
 - welcoming spaces**
 - signature event**
 - awareness of cultural bias**
 - intergenerational transfer of knowledge**
- What does this mean for SSM public library?**

Book Tasting with the OLA Best Bets

2019 Canadian book for kids and teens

FOPL AGM

Elections, budget, CEO report and First Board meeting for the new Board

If you Can Dream It, You Can Plan It: Organizing Volunteer Run Professional Development Events

- planning tool, TRELLO**
- Google Forms**
- passport**
- takeaways**
- draws**

Program building, managing finances, balancing time commitments and marketing

I Read Canadian Day

February 19, 2020

- focus on Canadian Literature for children**
- sign up libraries and schools**
- New Event**

Government Relations and Associations

- OLA/FOPL strategy
- engage vs combat
- relationship building
- for the library sector, cooperation is a key ingredient to success
- coordinated strategic 'ask'
- 2020 Budget Ask:
- maintain current funding
- create Ontario Digital Public Library
- transformation of inter library loans
- Do you have a relationship with your MPP?

Data Management in Public Libraries

- libraries use data to measure performance, inform practice and demonstrate economic and social value to their communities
- data needs to be checked for program errors and failure
- why collect?
- use it or discard
- Dashboards and Open Media Desk

And the OLA Bookstore, Meet the Authors and Vendor Fair

Title:	Governance Processes Policy	
Policy Type:	Governance	Policy Number: 100-01
Approval By:	Resolution Number RB 2013-04-13	
Approval Date:	April 13, 2013	
Effective Date:	April 13, 2013	
Revised Dates:	March 20, 2017; February 2020	
Review Date:	February 2023	

PURPOSE:

This policy is specific to the operations of the Library Board and its functions and governance responsibilities and style. It enables the Library Board to remain focused on its responsibilities and maintain consistent practices.

DEFINITIONS:

BOARD - Sault Ste. Marie Public Library Board

CEO - Chief Executive Officer

POLICY STATEMENT:

The Board will operate mindful of its obligations under the Public Libraries Act and will be accountable to the community as a competent governing body.

Governing Style

1. The Board shall approach its task by:
 - (a) Demonstrating strategic leadership.
 - (b) Constructively reviewing management's proposals.
 - (c) Understanding and respecting Board and management roles.
 - (d) Decision-making that is collective and objective.
 - (e) Utilizing a proactive approach.
 - (f) Encouraging inclusive, open, collaborative discussion leading to informed consensus.
 - (g) Respecting all decisions of the Board by speaking with one voice through the designated spokesperson.
 - (h) Protecting the confidentiality of discussions and information.

Board Responsibilities

2. The Board is responsible for the provision of public library service. Its responsibilities are to:
 - (a) Be accountable for all responsibilities assigned through the Public Libraries Act and other relevant legislation

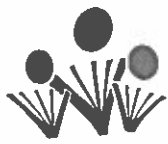
- (b) Be linkage between the Municipal Council and the Library through the CEO and/or Board Chair as appropriate.
- (c) Be accountable for the organizational decisions and situations through the development, monitoring and upholding of policies.
- (d) Represents the interests of the community through discussion and consultation.
- (e) Define the diverse skills needed in Board members and articulate them to the appointing body to encourage appointments that support the business of the Board.
- (f) Orient new members to the Board.
- (g) Engage in continuous learning.
- (h) Advocate on behalf of the Library to the public and governing bodies

Code of Conduct

3. The Board commits to ethical, responsible, lawful conduct and proper use of authority.
 - (a) Board members will respect the diversity of the community, the rights of individuals and adhere to the Ontario Human Rights Code.
 - (b) Board members will adhere to the provisions of the Municipal Conflict of Interest Act, The Municipal Act, the Public Libraries Act and any other relevant Acts or legislation.
 - (c) The Board Chair or designate(s) shall represent the Board in interactions with the public, press or other entities.

Annual Planning and Review Cycle

4. To accomplish its job, the Board will follow an annual planning cycle including scheduled monitoring and review of:
 - (a) The Strategic Plan.
 - (b) Operating and capital budgets.
 - (c) Board Policies.
 - (d) Performance evaluation of CEO.
 - (e) Evaluation of the Board



Title:	Tangible Capital Assets Policy	
Policy Type:	Business/Financial	Policy Number: 200-02
Approval By:	Resolution Number RB 2008-11-17	
Approval Date:	November 17, 2008	
Effective Date:	January 1, 2009	
Revised Dates:	February 27, 2017;	
Review Date:	February 2020	

PURPOSE

This policy provides control and accountability over the Library's capital assets.

SCOPE

This policy applies to all Library locations falling within the reporting entity of the Library Board.

DEFINITIONS

Tangible Capital Assets are non-financial assets having physical substance that:

- a) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- b) have useful economic lives extending beyond an accounting period;
- c) are used on a continuing basis; and
- d) are not for resale in the ordinary course of operations.

In order to be recognized as a tangible capital asset for financial reporting purposes the item must have a cost or other value that can be reliably measured.

POLICY STATEMENT

The proper accounting treatment for the recording of tangible capital assets shall follow the Public Sector Accounting Handbook.



Title:	Membership Policy	
Policy Type:	Operational	Policy Number: 300-05
Approval By:	Resolution Number RB 2017-01-16	
Approval Date:	January 16, 2017	
Effective Date:	January 16, 2017	
Reviewed Dates:	March 2020	
Review Date:	March 2023	

PURPOSE:

This policy explains the registration requirements; the membership types, the duties, responsibilities, privileges, and restrictions.

SCOPE:

This policy applies to all individuals using library services. This policy does not apply to Visiting Library Services.

DEFINITIONS:

Good standing - a member whose library account does not have any "blocks" imposed on it.

Institutional membership - both free and fee based memberships are available to any organization, institution or local board in Sault Ste. Marie. This excludes any organization, institute or board that receives municipal, provincial or federal funds to operate its own library.

Materials - includes all Library collections and items acquired through Interlibrary Loans.

Non-resident membership - fee based membership available to persons not eligible for a Regular Membership.

Regular membership - persons residing or paying property taxes in the City of Sault Ste. Marie or contracting communities and students.

POLICY STATEMENT:

The Library offers three types of memberships:

- Regular Membership
- Non-Resident Membership
- Institutional Membership

Fee based memberships are determined annually by the Board.

Refer to Appendix A for procedure for obtaining Library memberships.

A valid Library membership is required to borrow Library materials and to access some Library services.

All patrons may borrow circulating items regardless of the patron's age with the exception of 'R' rated DVDs which are restricted to persons 18 years of age and over.

Materials have borrowing periods and limits based on material type, demand or special circumstances, such as accessibility needs.

Library materials are circulated free of charge in accordance with the Ontario Public Libraries Act and Regulation 976.

The Library may impose fees and fines for late returns, damage to or loss of materials.

The parent(s) or guardian(s) of a child are responsible for the choice of all materials borrowed by the child. The Library and its employees will not assume parental responsibility for monitoring or restricting the child's use of library materials, nor accept request by parents to restrict their child's borrowing privileges in any way.

A parent(s) or guardian(s) wishing to cancel a child's library membership shall submit a written request to the CEO.

Any Library member may have his or her membership suspended, revoked or restricted for failure to observe or comply with library rules and policies. Members may have their privileges reinstated by the CEO or designate.

Accountability for membership and lending services is vested in the office of the CEO.

Individuals having a concern regarding application of this policy may request the matter to be reviewed by the CEO.

Confidentiality of all personal information held by the Library is governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Access to Information and Protection of Privacy Act.

Related Policies

300-02 Access to Information and Protection of Privacy Policy
300-07 Exclusion, Reinstatement and Appeals Policy
300-08 Visiting Library Service Policy

Appendix A
Procedures for obtaining Library memberships

Regular Membership	
	Reside in or pay property taxes in the City of Sault Ste. Marie
	Reside in a township, municipality or unorganized area that is a contracting community
	Students
	A permanent address is required for all Regular Memberships.
	Must provide one piece of photo I.D. or two pieces of identification if photo I.D. is not available
	All identification must be original documents, photocopies or reproductions are not acceptable
Non-Resident	
Annual Membership	Reside outside of the City of Sault Ste. Marie and any contracting communities.
	A permanent address is required for all Annual Non-Resident Memberships.
	Fees are set annually by the Library Board and are not refundable.
	Annual Non-Resident Memberships will provide all the benefits and privileges afforded with a Regular Membership.
Monthly Membership	Reside outside of the City of Sault Ste. Marie and any contracting communities.
	Persons without a permanent address, temporarily residing a group home, recovery home, hotel or any such institution/residence are eligible.
	Fees are set annually by the Library Board and are not refundable.
	Limit of five (5) items per loan at any one time.
Institutional Membership	
Free	The organization, institution or local board must be within the limits of the City of Sault Ste. Marie or any contracting community
	A completed Institutional Membership Form must be completed by a representative of the organization, institution or board and signed by the Library CEO
	May be limited and/or restricted on the number of and type of library items that may be borrowed. Other restrictions and/or limits may also be imposed.
Fee Based	The organization, institution or local board is not within the limits of the City of Sault Ste. Marie or any contracting community
	A completed Institutional Membership Form must be completed by a representative of the organization, institution or board and signed by the Library CEO
	Fees are set annually by the Library Board and are not refundable.
	May be limited and/or restricted on the number of and type of library items that may be borrowed. Other restrictions and/or limits may also be imposed.



Title:	Social Media Policy	
Policy Type:	Operational	Policy Number: 300 - 06
Approval By:	Resolution Number RB 2017-01-16	
Approval Date:	January 16, 2017,	
Reviewed Dates:	February 20, 2020	
Review Date:	January 2023	

PURPOSE:

This policy defines how the Library will utilize online social media sites in a manner that is consistent with the Library's goals, values, and mission.

DEFINITIONS:

Social media - is defined as any website, application, or online account created and maintained by the Library which facilitates interaction between Library staff and the public.

POLICY STATEMENT:

The Library regards online social media as an extension of the Library's traditional service channels and therefore is subject to the same ethical, professional, and customer service policies and standards.

The Library's social media will be used to educate, discuss, promote, and market information about trends, issues, events, activities or other relevant information related to libraries, literacy and community engagement.

The Library is not responsible for enforcing any restrictions that a parent or guardian may have for a minor's use of social media.

It is prohibited to use social media for any purpose which would contravene any statute or government regulation or Library policy.

Messages, comments, and posts are welcome on Library's social media channels, provided that they do not contain any of the following:

- Obscene, racist or discriminatory content
- Personal attacks, insults, threatening language or harassment
- Potentially libelous statements
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to materials that do not directly relate to the discussion
- Commercial activity or spam
- Organized political activity

The Library does not accept responsibility for any content that appears on its social media sites that is not created or published by library staff. All Library social media channels will be regularly monitored. Any posts, comments, or messages that contain any of the above, or are deemed inappropriate by the Library will be immediately

removed and the individual responsible for the violation will be barred from posting any other messages, comments, or posts to the Library's social media sites.

Any deemed threats, harassment or discriminatory posts, comments or messages shall be reported to the Police.

By posting content, the user agrees to indemnify the Library, its administration, and staff from and against all liabilities; judgments, damages and costs (including legal fees) incurred which arise out of or are related to the posted content. Forums, posts, or messaging may not be used for commercial purposes or for organized political activity.

Any employee who becomes aware of an online incident or content that contravenes this policy must report it to a supervisor in a timely manner.

If any user does not agree to the terms set out in this policy, the user will have no access to the Library's social media sites.

Title:	Records Management Policy	Policy Number: 300-11
Policy Type:	Operational	
Approval By:	Resolution Number RB 2013-04-15	
Approval Date:	April 15, 2013	
Effective Date:	April 15, 2013	
Revised Dates:	March 20, 2017; March 2020	
Review Date:	March 2023	

PURPOSE:

This policy ensures accessibility to reliable Library records in all formats.

SCOPE:

This policy applies to all records governed by legislative requirements, created for or by its Board and employees. This policy does not apply to historical or archival items and records.

DEFINITIONS:

Active records - records retained in staff offices and on-site storage areas required for the day-to-day business.

Disposition – the decision retain as permanent, archival or destroy a record no longer considered active.

Record - recorded information in any format listed in Appendix A.

Records retention schedule – description of managed records; their retention period, location, and final disposition based on legal compliance, business, operational and historical requirements.

POLICY STATEMENT:

The Library ensures Records in its custody are:

- Available and accessible to support strategic and operational decisions;
- Held in an efficient and cost-effective manner;
- Secured and properly protected;
- Available to support the business recovery processes;
- Retained as active records as required above
- Disposed according to established retention schedules.

The policy, procedures and retention schedules will be consistent with or exceed the legislated requirements and professional standards, including but not limited to: Municipal Act, Public Libraries Act, Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Employment Standards Act, Canada Revenue Agency regulations.

All Records are the property of the Sault Ste. Marie Public Library.

Given the changing nature of technology Records in electronic format shall be reviewed and updated as required regularly.

The destruction of Records shall be done in a secure manner, mindful of confidentiality requirements according to the records retention schedule (See Appendix A).

The CEO and authorized Managers shall ensure the Records Management Policy is followed in a consistent manner across the organization.

All employees shall maintain an updated index of all their files.

Related Policies

300-01 Archives Acquisition Policy

300-02 Access to Information and Protection of Privacy Policy

APPENDIX A

Records Retention Schedule

Record Type	Location	Retention Period	Final Disposal
Accounts Payable Records	Administration Files	7 Years	Shredded
Accounts Receivable Records	Administration Files	7 Years	Shredded
Amortization Schedules	Administration Files	7 Years	Shredded
Annual Audited Financial Statements	Archived	Permanent	Not applicable
Annual Reports	Administration Files and CEO Files	Permanent	Not applicable
Audit Reports – External	Administration Files	Permanent	Not applicable
Audit Reports – Internal	Administration Files	7 Years	Shredded
Board Meeting Minutes	Board Files	Permanent	Not applicable
Building Files	Administration Files	Permanent	Archives
Departmental Meeting Minutes	Departmental Manager	4 Years	Shredded
Employee Personnel Files – CEO	Board Files	Permanent	Not applicable
Employee Personnel Files - Union	Administration Files	Permanent	Not applicable
Employee Personnel Files - Management	CEO	Permanent	Not applicable
Incident Reports	Administration Files	7 Years	Shredded
Interlibrary Loan Requests	Adult Services	2 years	Shredded
Federal Grant Financial Reports	Administration Files	10 Years	Shredded
Provincial Grant Financial Reports	Administration Files	10 Years	Shredded
Statistical Forms	Administration Files	7 Years	Shredded
Union Files – Collective Agreements, Letters of Understanding, and Grievances	CEO	Permanent	Not applicable

Title:	Meeting Room Use & Rental Policy	
Policy Type:	Operations	Policy Number 300-15
Approval By:	Resolution Number RB 2013-05	
Approval Date:	May 2013	
Effective Date:	May 2013	
Reviewed Dates:	October 2016, February 2020	
Review Date:	October 2022	

PURPOSE:

This policy provides direction on the use of meeting rooms available for the community to rent, or provide programs in partnership with the Library.

SCOPE:

This policy applies to individuals, groups and organizations who rent meeting rooms at any of the Library's locations.

POLICY STATEMENT:

The Library provides affordable meeting rooms for rent to individuals, groups, profit-making, and non-profit organizations.

The rooms that have been designated as rentable are as follows:

- James L. McIntyre Centennial Library – Program Room
- James L. McIntyre Centennial Library - Computer Commons Room
- North Branch – Program Room A
- North Branch - Program Room B

Library facilities are available to the public they respect, and operate within the Library's policies, as well as all federal, provincial, and municipal regulations/laws.

The following apply:

- Library staff may book meeting rooms in advance for library and library-related business. Thereafter, all bookings shall be on a first come, first served basis.
- Meeting rooms are available for rent at the rates set by the Library Board and shall be listed in the Fines and Fees Schedule.
- Recurring bookings must be approved by a Senior Technician or Manager.
- Renters must sign a Meeting Room Rental Form prior to the room usage.
- Rental fees are due at the time of booking. Exceptions will be considered for individuals or groups traveling from outside of Sault Ste. Marie.

- Cancellation of room rental must be reported to the Library five (5) business days in advance. No refund will be issued if less than five (5) business days' notice is provided.
- If the Library is unable to provide the meeting room due to matters beyond the Library's reasonable control, including but not limited to damage to the premises or labour disruption, then the booking shall be cancelled and a full refund paid.
- The Library is not responsible for damage to, theft or loss of articles or property belonging to renters and/or to program attendees.
- Requests to serve food and beverages must be placed at time of booking. All food and beverage arrangements, set-up and clean-up are the responsibility of the renter. The renter must abide by Algoma Public Health Standards for all public events.
- The Library will provide sufficient tables and chairs (within posted occupancy limits).
- Organizations and groups are responsible for the set-up and clean-up of the room, leaving it in its original state. Any damages and/or messes which require the attention of cleaning or maintenance staff may result in additional charges.
- All publicity and signage related to the meeting room rentals must be approved by library staff.

Failure to follow this policy will result in the cancellation of any future room bookings and suspension of any future room privileges.

Related Policies

300-09 Rules of Conduct Policy
300-13 Sales and Soliciting Policy
300-25 Use of Building Policy

Title:	Hiring Policy	
Policy Type:	Human Resources	Policy Number: 400-01
Approval By:	Resolution Number RB 2004-12-13	
Approval Date:	December 13, 2004	
Effective Date:	December 20, 2004	
Revised Dates:	May 27, 2013, February 27, 2017; February 2020	
Review Date:	February 2023	

PURPOSE:

This policy ensures the Library employs the best-qualified candidates and avoids any conflict of interest or the perception of bias in the selection process.

DEFINITIONS:

Direct reporting relationship - when an employee reports directly to another employee.

Related employees/relatives

- Person to whom the employee is legally married or is in a common law relationship
- Child: Natural, adopted or step-child
- Parent: Father, mother, step-father, step-mother
- Siblings: Brother or sister, half-sibling, step-sibling.
- In-laws: Father/mother in-law, sister/brother in-law or equivalent

Supervision - having formal direct responsibility for the day-to-day duties and responsibilities of another employee.

POLICY STATEMENT

The Library Board is committed to ensuring that hiring is based on merit and the following criteria and selection process:

- Qualifications
- Key competencies
- Applicable experiences (including references)
- Performance
- Collective agreement requirements

Direct reporting relationships where a relative has direct authority to administer monetary gain, performance evaluations, discipline or recommend for hire or promotion is prohibited.

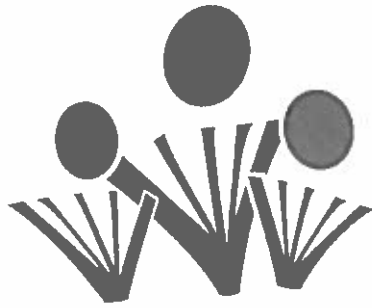
The provisions of the Ontario Human Rights Code shall be followed, including non-discrimination towards prospective employees for any reasons.

A member of the Library Board shall not be considered for appointment to the library staff.

A current police record report is required for an applicant offered a position involving work with vulnerable people using library services, including children, youth, and users

with disabilities. The presence of any criminal conviction indicating a behaviour that may put at risk the safety of the Library, staff or users would disqualify a candidate from working for the library.

The Library Board attempts to identify and remove barriers that prevent people from having a fair chance to participate and succeed in the workplace.



Sault Ste. Marie Public Library

"One stop...endless possibilities"

AGENDA ITEM: 12

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: HIRING COMMITTEES
DATE: FEBRUARY 24, 2020

PURPOSE

To include the Board in the hiring process for two vacant positions on the Management Team.

It has been past practice that a Board member sit on the hiring committee for Management positions when external candidates are being considered.

VACANT POSITIONS

- Business Administrator
- Manager of Community Engagement (as of February 29, 2020)

HIRING COMMITTEES

Each hiring committee is to consist of at least three (3) members, including the CEO, another member of the Management Team, and a Board member. A different hiring committee consisting of different members, with the exception of the CEO, may be created for each position being filled.

Members of the hiring committees must be available to interview during regular business hours.

Should no Board Member volunteer or is available to participate, the hiring committee may proceed with two members or include another member of the Management team.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

Elseph Belair Conference Report

January 31,2020

Due to a delay in departure from Sault Ste Marie, January 31, 2020.I was only able to attend :

CHOIR CHOIR CHOIR
SINGING, COMEDY AND COMMUNITY Building.
The performance held a captive audience.

February 1,2020

Ontario Library Board Association Boot Camp

1) AGM

2) MUNICIPALITIES

What Library Boards need to know

Discussion with budget cuts
Impact - Reorganization - Funding
Library strength is only as powerful as " input "
Operating efficiencies - Library values

3) COMMUNITY ENGAGEMENT

Build the trust - Empower
Key - Inform - Consult - Involve - Collaborate

4) The Crucial Governance Partnership

A Theory
B Analysis of practice
C Storytelling experience
D Framework

Public Libraries Act - changes - Webinar possibilities in 8 weeks time

5) Governance Spot Light

Libraries and Archives Canada

TAG IT - TYPE IT - SHARE IT

In all, the sessions were very well planned and we'll attended.

Elsbeth Belair

What I took away from this conference :

By Andrew Cohen

Libraries are unshameably egalitarian.

Cost cutters do not understand.

Close a Library you stifle curiosity.

You narrow opportunity for someone of modest means who may become Ed Broadbent or Adriane Clarkson.

You erode your Community and Democracy.

Most of all in a thousand ways by a thousand cuts in ways unknown and unknowledgable you

DIMINSH YOUR HUMANITY.

OLA Superconference

January 30 & 31, 2019

Wayne Greco

Keynote: Mona Chalabi

(Introduction to the 2019/20 OLA Board of Directors)

Using data to support specific agendas. Focus on creative data visualization as a form of story telling and countering short attention spans.

First Nation, Metis and Inuit Ontology Development

- indigenous librarians**
- access to native history**
- staff training for awareness**
- evidence of native culture**
- welcoming spaces**
- signature event**
- awareness of cultural bias**
- intergenerational transfer of knowledge**

What does this mean for SSM public library?

Book Tasting with the OLA Best Bets

2019 Canadian book for kids and teens

FOPL AGM

Elections, budget, CEO report and First Board meeting for the new Board

If you Can Dream It, You Can Plan It: Organizing Volunteer Run Professional Development Events

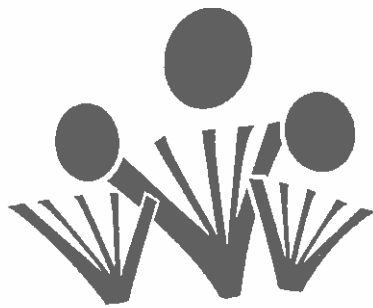
- planning tool, TRELLO**
- Google Forms**
- passport**
- takeaways**
- draws**

Program building, managing finances, balancing time commitments and marketing

I Read Canadian Day

February 19, 2020

- focus on Canadian Literature for children**
- sign up libraries and schools**
- New Event**



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 14

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BOARD DEVELOPMENT
DATE: FEBRUARY 24, 2020

PURPOSE

To inform the Board of development opportunities through OLSN.

INTRODUCTORY VIRTUAL SESSION

Steven Kraus, Skills Development Advisor, is planning an introductory virtual session (approximately 15 min.) for the Board's next regular meeting, tentatively scheduled for March 16, 2020. He will introduce himself, gather some general data, and set up the concept of developing a board analysis / matrix of skills to allow for some individual self-analysis as well as some collective analysis of the Board's role, place and direction.

Following that he will work with the CEO and Board Chair to develop a scheme and direction through which we will map out training needs and set dates to have that happen. Any evening or weekend sessions/work requests will need to be entertained in writing and provided to OLSN management for approval.

PUBLIC LIBRARY'S ACT

OLSN will be offering a training opportunity regarding the Public Libraries Act and interpretation of the Act on March 10th at 10:30AM EST via Zoom, OLSN's web based training and communication tool. The Library will provide space in one of its meeting rooms for those Board members who wish to participate.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer